

ADMINISTRATIVE - INTERNAL USE ONLY



9 APR 1986

MEMORANDUM FOR: Director of Training and Education

FROM: Chief, Position Management
and Compensation Division, OPSUBJECT: Position Classification and Management Survey of
Selected Positions in the Office of Training and Education

1. As a follow-up to meetings held with you and members of your staff over the past several weeks, this memorandum summarizes the survey process which the Position Management and Compensation Division (PMCD) will use in the review of portions of the Office of Training and Education (OTE).

2. During the time period April 1986-June 1986, PMCD will review positions in the Language Training Division (LTD) as well as selected positions in other areas of OTE. This review will be accomplished through a representative sampling of the kinds and levels of work and will result in a determination of the appropriate title, grade, and career service designation for each position. At the same time, we will study your Office's organizational structure, review job designs and, when appropriate, make recommendations to improve the efficiency and economy of operations.

3. Position classification determinations will be based on information gathered from briefings, mission and function statements, organizational charts, position descriptions, and discussions with incumbents and supervisors. Each position will be evaluated against appropriate occupational classification criteria, and classification determinations will be made on the basis of the duties and responsibilities of a position at the time it is reviewed. In making these determinations, we will make every effort to recognize management's particular needs concerning the manner in which these positions function.

4. The LTD will be surveyed first, followed by the audit and review of selected positions in other divisions. Preliminary classification determinations and position management recommendations will be presented to you at the completion of each segment. At the completion of both segments in

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June, a composite feedback will be held with you if there are still unresolved issues. The following outlines the survey elements and target dates:

- a. Fact-finding and evaluation (April 86-May 86)
- b. Preliminary feedback (May 86-June 86)
- c. Reconsideration and final feedback (June 86)
- d. Report drafting (June-July 86)
- e. Final report delivered to OTE (July-August 86)

5. We will make every effort to hold to the target dates indicated. Past experience, however, has shown that outside influences (e.g., priority SIS reviews for the DDCI, priority ad hocs, implementation of the new secretarial grading and pay system, etc.) may impact on PMCD's ability to maintain the projected schedule.

6. [] will serve as the survey team leader. Other team members will be [] Chief/DA Branch/PMCD; [] Deputy Chief/PMCD; and I are also available to provide assistance or to answer any questions you may have during the survey. We look forward to working with you toward a mutually successful survey.

ACKNOWLEDGED:

14 APR 1986

Director of Training and Education

Date

OP/PA&E/PMCD/DABranch [] 11 (4/9/86)

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